

AcqDemo Training

Dial-In: 866-803-2146

Password: 2108325232

Pay Pool Administrator Training

Fall 2012

Training Audience and Expected Outcomes

- Audience
 - Pay Pool Administrators
- Training outcomes
 - Understand how to logon to CAS2Net
 - Learn how to move employees from transfer pay pool to correct pay pool
 - Understand how to create non-demo and demo supervisor user accounts
 - Learn how to establish the supervisory structure for a pay pool
 - Understand how to use CAS2Net reports

Agenda


1. Login
 - CAC Login
 - ALTESS Single Sign-On
2. Change Role
3. View Employee Roster Report
4. Modify/Delete Employee Record
 - Moving employees from one pay pool to another
5. Creating Supervisory Structure
6. Obtaining CAC EDIPI
 - Steps an employee needs to take to find their EDIPI
6. Create New Non-Demo Supervisor
 - Create Login ID for new Non-Demo Supervisor
7. Assign Supervisor to an Employee
8. Assign Employees to a Supervisor
9. Replace Supervisor Assignments
10. Reports
 - Supervisor Roster by Employee Report
 - Supervisor Roster by Supervisor Report
 - Part I, II, III

Login

- Access the CAS2Net site by going to the following URL: <https://acqdemoii.army.mil>
- For initial login CAS2Net redirects to the ALTESS single sign-on site.
- The Usage Policy screen is shown.
- Click “I Agree” button to continue.

Usage Policy

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

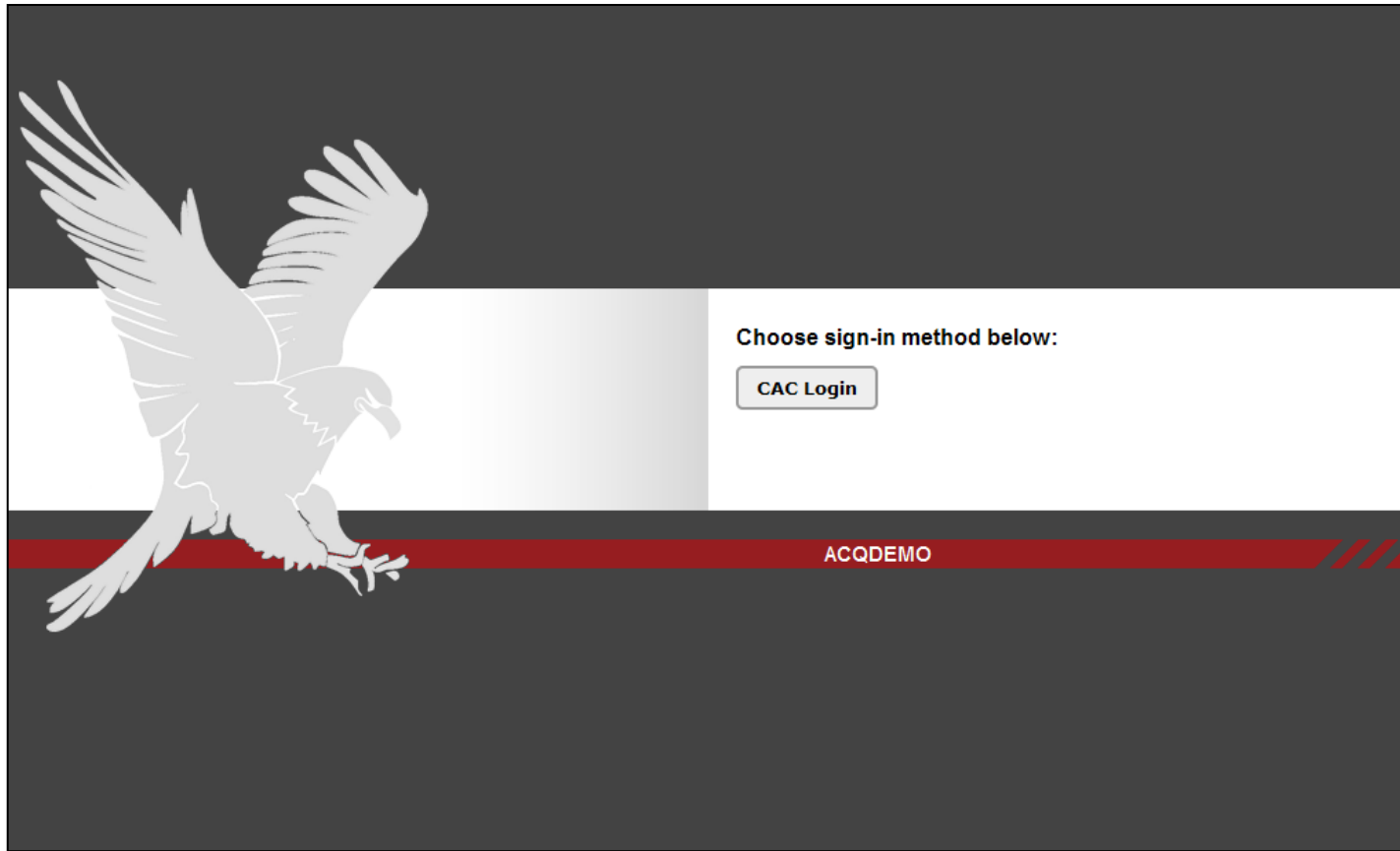


- * The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- * At any time, the USG may inspect and seize data stored on this IS.
- * Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- * This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- * Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

To continue, you must agree to the above terms and conditions.

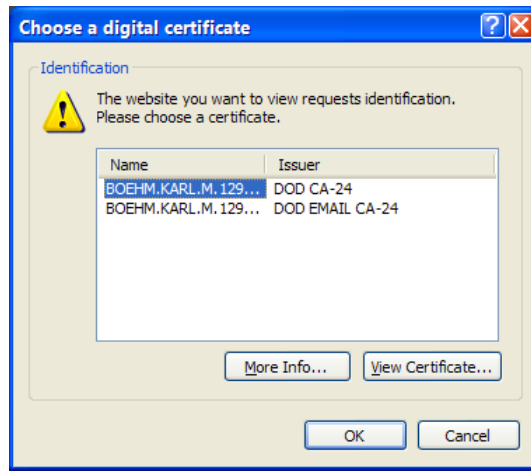
Login – ALTESS Single Sign-On

- Click the “CAC Login” button to sign-in.

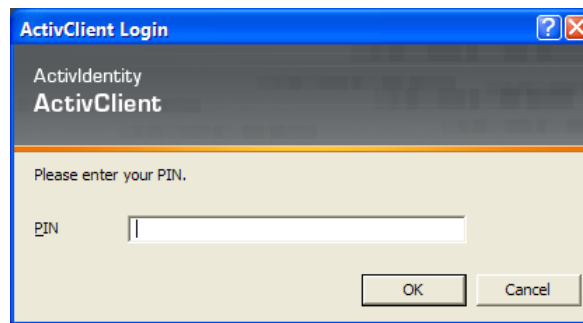


Login – ALTESS Single Sign-On

- Select one of your installed CAC digital certificates and click the OK button.



- If prompted, enter your CAC PIN.



Successful Login Screen

- CAS2Net successfully logs the user in and displays the Welcome Screen (this screen displays the “Welcome Screen” for a Full Access User).
- The Navigation Bar is on the left and the modules listed depend on user role.

The screenshot shows the CAS2Net Welcome Screen for a Full Access User. At the top, a purple header bar contains the text "Civilian Acquisition Workforce Personnel Demonstration Project; Department of Defense (DOD)" on the left, the "Acq Demo" logo in the center, and the user information "You are logged in as George Garfield" with links for "Change Session" and "Logout" on the right. Below the header, the main content area is divided into a left navigation bar and a main content pane. The navigation bar has two sections: "Employee Menu" with links for "Contribution Planning", "Mid-Point Review Self-Assessment", "Annual Appraisal Self-Assessment", and "Reports"; and "Full Access User Menu" with links for "Reports", "Data Maintenance", "Session Maintenance", "Offline Interface", and "Paypool Notices". The main content pane displays the heading "Welcome to CAS2Net" followed by a paragraph explaining the software's purpose: "This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees are evaluated and compensated based on their contribution to the acquisition community mission. CCAS is arguably the cornerstone of the Demonstration program, being the central intervention from the Title-V civil-service system around which most of the other initiatives revolve. Simplified classification processes facilitate assignment of employees to the Demonstration program. Similarly, the Federal Employees Pay Comparability Act, Developmental Opportunities Program and Voluntary Emeritus Corps interventions address employee acquisition and retention issues. These and other interventions supplement the CCAS process and taken together, form a cohesive system for improving the quality of personnel management."

Change Role

- Click “Session Maintenance” from the Navigation Bar to change role. CAS2Net refreshes the screen to display the Session Maintenance screen.
- To change role to a Pay Pool Administrator, select a name from the dropdown that corresponds with the “Pay Pool Admin” User Group.
- Click the “Change to Selected” button.

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



You are logged in as George Garfield
[Change Session](#) | [Logout](#)

Session Maintenance

Session Selections	
Employee	Ackeret, Tara (AMCOM) Change to selected
Full Access	Battista, Sam (AMC/LH) Change to selected
Multi-Paypool 1	Martinez, Caroline (ACQDEMO) Change to selected
Pay Pool Admin	Freeman, Francis (AMC/LH) Change to selected
Paypool Manager	Arnold, Bob (AMC/LH) Change to selected
Sub-Panel Manager	Curtiss, Dan (AMC/LHA) Change to selected
Superuser	Army, Joe (Army) Change to selected
Supervisor I	Babbitt, Chris (AMC/LHXSA) Change to selected
Supervisor II	Daniels, Eileen (AMC/LHXSBB) Change to selected

Change Role

- CAS2Net refreshes the screen to display selected Pay Pool Administrator Welcome screen.
- Session Maintenance screen displays the role you've temporarily changed to along with the "Revert to Self" button.
- The top right screen header now reflects the new role you have temporarily assumed. You can also use the "Revert" hot link to change to back to your original role.

Civilian Acquisition Workforce Personnel
Demonstration Project; Department of Defense (DOD)



You are acting as Francis Freeman
[Revert](#) | [Change Session](#) | [Logout](#)

Session Maintenance

Session Selections	
Revert	Garfield, George (AMC/LH) <input type="button" value="Revert To Self"/>
Employee	Appleton, Adam A(AMC/LHA) <input type="button" value="Change to selected"/>
Pay Pool Admin	Freeman, Francis (AMC/LH) <input type="button" value="Change to selected"/>
Paypool Manager	Arnold, Bob (AMC/LH) <input type="button" value="Change to selected"/>
Sub-Panel Manager	Curtiss, Dan (AMC/LHA) <input type="button" value="Change to selected"/>
Superuser	Hoang, Eric (AMC/LH) <input type="button" value="Change to selected"/>
Supervisor I	Babbitt, Chris (AMC/LHXSA) <input type="button" value="Change to selected"/>
Supervisor II	Daniels, Eileen (AMC/LHXSB) <input type="button" value="Change to selected"/>

Viewing the Employee Roster Report

- Click “Reports” from the Navigation Bar. CAS2Net refreshes the screen to display the list of reports.
- Use the Employee Roster Report to print and review the list of employees assigned to your pay pool. Check to see if any demo employees are missing from your pay pool. If they are, they may be in “transfer pay pool”.
- Click the “Employee Roster” link from the reports list.

The screenshot displays the CAS2Net interface. At the top left is the 'Acq Demo' logo. At the top right, it says 'You are acting as Francis Freeman' with links for 'Revert', 'Change Session', and 'Logout'. The main content area is titled 'Reports'. On the left, there are two vertical navigation menus: 'Employee Menu' and 'Pay Pool Administrator Menu'. The 'Employee Menu' includes 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', and 'Reports'. The 'Pay Pool Administrator Menu' includes 'Appraisal Status and Lock', 'Reports', 'Data Maintenance', 'Offline Interface', and 'Paypool Notices'. The 'Reports' section on the right is titled 'Pay Pool Administrator Reports' and lists various reports. The 'Employee Roster' report is highlighted with a red rectangular box.

Acq Demo

You are acting as Francis Freeman
[Revert](#) | [Change Session](#) | [Logout](#)

Reports

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Pay Pool Administrator Menu

- Appraisal Status and Lock
- Reports
- Data Maintenance
- Offline Interface
- Paypool Notices

Pay Pool Administrator Reports

- Appraisal Form Parts II and III - Single Employee
- Appraisal Form Parts II and III - All Employees
- CAS2Net Status Report & Excel Spreadsheet
- Mid-Point Review - Single Employee
- Mid-Point Review - All Employees
- Appraisal Form Part II By Employee
- Appraisal Form Part II By Supervisor
- Appraisal Status Report
- Download Employee Data
- Employee Roster**
- Post-Cycle Activity Report
- Supervisor Roster by Employee
- Supervisor Roster by Supervisor
- Zone A/CIP Report

Viewing the Employee Roster Report

- CAS2Net refreshes to display the “Employee Roster Report” screen.
- Select your pay pool from the Paypool Selection dropdown.
- Before the report is generated, you have the option to sort the data by Name, Office Symbol, or ID. Select the desired “sort by” radio button.
- Click the “Generate” button.

The screenshot shows the 'Employee Roster' report generation interface. On the left is a navigation menu with sections: 'Employee Menu' (containing Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, and Reports) and 'Pay Pool Administrator Menu' (containing Appraisal Status and Lock, Reports, Data Maintenance, Offline Interface, and Paypool Notices). The top right corner indicates the user is 'Francis Freeman' with links for 'Revert', 'Change Session', and 'Logout'. The main content area is titled 'Employee Roster' and contains a 'Report Options' form. This form includes a 'Paypool Selection' dropdown set to 'AMC/LH', an 'Option' section with radio buttons for 'USAF' and 'All other' (selected), a 'Report Format' section with radio buttons for 'PDF' (selected) and 'Excel', and a 'Sort By' section with radio buttons for 'Name' (selected), 'Office Symbol', and 'ID'. Below these options is a 'Command:' label next to a 'Generate' button. At the bottom of the form is a 'Return to Reports Menu' button. Red rectangular boxes highlight the 'Employee Roster' title, the 'Report Options' form, the 'Paypool Selection' dropdown, the 'Option' and 'Report Format' sections, the 'Sort By' section, and the 'Generate' button.

Employee Roster

Report Options

Paypool Selection: AMC/LH

Option: ☐ USAF ☒ All other

Report Format: ☒ PDF ☐ Excel

Sort By: ☒ Name ☐ Office Symbol ☐ ID

Command:

Viewing the Employee Roster Report

- CAS2Net refreshes to display the Employee Roster Report.



Employee Roster

CSF: None
Pay Pool: AMC/LH

ID	Last Name	First Name	MI	Suffix	SSN (last 4)	PAS Code	Office Symbol	Presumptive Status	Retain Pay	Career Path	BB Level	Occ Series	Base Salary	Locality Code	CCPO	Prev OCS	Start Date
2612	Appleton	Adam			4445		AMC/LH	None	N	NH	3	1550	\$72,000	80	AS	n/a	01-JAN-11
43	Arndt	Aaron			0138		AMC/LHXTA	Circum (recertify)	N	NK	2	0322	\$35,804	41	9L	36	01-FEB-99
19	Artis	Amy			3720		AMC/LHXTA	None	N	NH	2	0318	\$46,401		9L	38	01-FEB-99
15	Babbitt	Chris			0912		AMC/LHXSA	None	N	NH	3	0803	\$76,725		9L	n/a	24-OCT-00
1843	Burns	Barry			6289		AMC/LHACA	None	N	NH	2	1515	\$46,401	41	9L	n/a	12-AUG-01
44	Butler	Bryce			0219		AMC/LHXTA	None	N	NH	4	0025	\$129,517	41	9L	n/a	01-FEB-99
45	Cavasos	Carmen			7986		AMC/LHXTB	None	N	NH	2	0246	\$46,401	41	9L	n/a	01-FEB-99
21	Celon	Connie			4913		AMC/LHACA	Time	N	NH	3	0334	\$76,725	41	9L	74	01-AUG-03
4	Curtiss	Dan			9047		AMC/LHA	None	N	NH	4	0830	\$107,107	41	9L	n/a	01-FEB-99
46	Dancy	Dyanne			0943		AMC/LHXTB	None	N	NK	1	0322	\$24,837	41	9L	n/a	01-FEB-99
22	Donaldson	Dennis			3941		AMC/LHACB	None	N	NK	2	0318	\$35,804	41	9L	n/a	01-FEB-99
47	Emerson	Erica			8834		AMC/LHXTB	Circum (recertify)	N	NH	2	0341	\$46,401	41	9L	50	01-FEB-99
23	Evans	Erin			3175		AMC/LHACB	None	N	NH	3	0830	\$76,725	41	9L	n/a	01-FEB-99
5	Evans	Francis			9045		AMC/LHX	None	N	NH	4	0830	\$107,107	41	9L	n/a	01-FEB-99
24	Farnsworth	Fred			7422		AMC/LHACB	None	N	NH	2	0830	\$46,401	41	9L	n/a	01-FEB-99
17	Fites	George			8173		AMC/LHXTA	None	N	NH	3	0896	\$76,725	41	9L	n/a	01-FEB-99
2	Freeman	Francis			9153		AMC/LH	None	Y	NK	2	0318	\$35,804	41	9L	0	01-FEB-99
3	Garfield	George			8079		AMC/LH	None	N	NJ	4	0856	\$76,725	41	9L	n/a	01-FEB-99
6	Gonzalez	Helen			0075		AMC/LHAC	None	N	NH	4	0340	\$107,107	41	9L	n/a	15-MAY-03
25	Grimes	Garth			5297		AMC/LHACB	None	N	NH	2	0850	\$46,401	41	9L	n/a	01-FEB-99
18	Hansen	Ike			3651		AMC/LHXTB	None	N	NH	3	0830	\$76,725	41	9L	n/a	01-FEB-99
26	Harris	Henry			3813		AMC/LHADA	None	N	NH	2	0830	\$46,401		9L	n/a	01-FEB-99
2571	Hoang	Andrew			1234		AMC/LH	None	N	NJ	1	0019	\$24,837	80	7X	n/a	26-JAN-11
2611	Hummer	Hershel			4555		AMC/LH	None	N	NH	3	0893	\$76,000	80	AS	n/a	01-JAN-11
27	Irinski	Ivan			6297		AMC/LHADA	None	N	NK	3	0085	\$48,568	41	9L	n/a	01-FEB-99
7	Iverson	John			1132		AMC/LHAD	None	N	NH	4	0830	\$107,107	41	9L	n/a	01-FEB-99
28	Jerris	Jane			8347		AMC/LHADA	None	N	NH	3	0830	\$76,725	41	9L	n/a	01-FEB-99
29	Kames	Keith			2312		AMC/LHADB	None	N	NK	2	0085	\$35,804	41	9L	n/a	01-FEB-99
30	Lawrence	Lance			8032		AMC/LHADB	None	N	NH	3	0830	\$76,725	41	9L	n/a	01-FEB-99
31	Martinez	Mary			2531		AMC/LHADB	None	N	NH	3	0830	\$76,725	41	9L	n/a	01-FEB-99
1472	Michelson	Nancy			0710		AMC/LHXT	None	N	NH	4	0830	\$107,107	41	9L	n/a	29-SEP-00
2613	Mucker	Mark			5555		AMC/LH	None	N	NH	3	0505	\$75,000	80	AS	62	10-OCT-11

Report run on: September 17, 2012 12:48 PM



Page 1 of 2

Modify/Delete Employee Record: Transfer Pay Pool

- Click “Data Maintenance” from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the “Modify/Delete employee record using query form” link.

AcqDemo

You are acting as Francis Freeman
Revert | Change Session | Logout

Employee Maintenance

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Pay Pool Administrator Menu


- Appraisal Status and Lock
- Reports
- Data Maintenance**
- Offline Interface
- Paypool Notices

Employee Maintenance Menu

- Modify/Delete employee record using query form**
- Modify/Delete employee record using quick pick list
- Insert New Employee Record
- Assign Supervisors to an Employee
- Assign Employees to a Supervisor
- Replace Supervisor Assignments
- Replace PAS Code

Modify/Delete Employee Record: Transfer Pay Pool

- CAS2Net refreshes the screen to display the Look for Employee(s) screen (“search” screen).
- Enter the information of the employee you want to find.

**Demo**

You are acting as Francis Freeman
[Revert](#) | [Change Session](#) | [Logout](#)

Employee Menu
Contribution Planning
Mid-Point Review Self-Assessment
Annual Appraisal Self-Assessment
Reports

Pay Pool Administrator Menu
Appraisal Status and Lock
Reports
Data Maintenance
Offline Interface
Paypool Notices

Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Find

Person ID:

First Name:

Middle Initial:

Last Name:

Social Security Num:

Demo: ☒ All
☐ Demo
☐ Non-Demo

Presumptive Rating Status: ☒ All
☐ None
☐ Due to time
☐ Due to circumstance (recertify)
☐ Due to circumstance (expected)

Servicing CPO:

Service:

Broadband Level: ☒ All
☐ Not Assigned

Modify/Delete Employee Record: Transfer Pay Pool

- Scroll to the “Organization” section of the form and select “(transfer)” from the “Pay Pool Code” dropdown list.

The screenshot shows the 'Look for Employee(s)' form in the AcqDemo application. The form is divided into several sections: Employee Menu, Contribution Planning, Mid-Point Review, Self-Assessment, Annual Appraisal, Self-Assessment, Reports, Pay Pool Administration, Appraisal Status and Lock, Reports, Data Maintenance, Offline Interface, and Paypool Notices. The 'Pay Pool Administration' section is expanded, showing a list of 'Pay Pool Codes'. The 'Pay Pool Code' dropdown is highlighted with a yellow box, and the value '(transfer)' is selected. The 'Office Symbol' dropdown is also highlighted with a yellow box, and the value 'LOV' is selected. The 'Organization' dropdown is also highlighted with a yellow box, and the value 'LOV' is selected. The 'Career Path' dropdown is also highlighted with a yellow box, and the value 'LOV' is selected.



Organization: **Paypool Code:**
Office Symbol: **LOV** (Leave blank for all)

Modify/Delete Employee Record: Transfer Pay Pool

- Click the “Find” button (located at the top and/or bottom of the screen).

The screenshot shows the AcqDemo application interface. On the left is a navigation menu with options like 'Employee Menu', 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Reports', 'Pay Pool Administrator Menu', 'Appraisal Status and Lock', 'Reports', 'Data Maintenance', 'Offline Interface', and 'Paypool Notices'. The main area is titled 'Look for Employee(s)' and contains a search form. At the top of the form is a 'Find' button. Below it is a text instruction: 'In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.' The form includes fields for 'Person ID', 'First Name', 'Middle Initial', 'Last Name', and 'Social Security Num'. There are also radio buttons for 'Demo' (All, Demo, Non-Demo), 'Presumptive Rating Status' (All, None, Due to time, Due to circumstance (recently), Due to circumstance (expected)), a dropdown for 'Serving CPO', a dropdown for 'Service', radio buttons for 'Broadband Level' (All, Not Assigned, Level 1, Level 2), a section for 'Organization' with dropdowns for 'Paypool Code' (Transfer), 'Office Symbol' (LOV), and 'Career Path' (All, Not Assigned, Business Management and Technical Management Professional, Technical Management Support, Administrative Support), a dropdown for 'Series' (LOV), a text field for 'Login Name', a dropdown for 'Group' (All, Employee, Supervisor I, Sub-Pool Manager, Pay Pool Manager, Supervisor, Pay Pool Administrator, Center Senior Functions, RTT Online Interviewer, RTT User, RTT Supervisor, Supervisor II), and a dropdown for 'Retained Pay Status' (All, Yes, No). A 'Find' button is located at the bottom left of the form.

Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Find

Find

[Add an Employee Record] [Data Maintenance Menu]
[Back to Home Page]

Modify/Delete Employee Record: Transfer Pay Pool

- CAS2Net refreshes the screen to display a list of employees in the transfer pay pool. (This means the employee is waiting to be put into a pay pool and be given supervisor assignments)
- Select an employee you would like to modify by clicking on their “ID” number.
- If you entered a name to search for, only people with that name will be displayed.

Employee(s) Matching Criteria

Query criteria: Paypool: (transfer)

New Query

<< first < prev 1 next > last >> Show 10 records per page

ID	SSN	Name	Home Org	Career Path	Level	CPO	Series	Salary	Group	Service	EDIPI
2612	-4445	Appleton, Adam		NH	III	AS	1550	\$0	Employee	AR	

<< first < prev 1 next > last >> Show 10 records per page

Modify/Delete Employee Record: Transfer Pay Pool

- CAS2Net opens a new internet browser window to display the Employee Detail Screen for the select employee.

AcqDemo

Employee Detail

BOTTOM

Part 1 - Complete this section for all Demo and Non-Demo employees

ID: 2612
Prefix:
First Name: Adam
Middle Initial:
Last Name: Appleton
Suffix:
SSN: 222-11-4445

Part 2: Complete this section for all Demo employees

In Demo: ☒ Demo
Start Date: 01/01/2011
(mm/dd/yyyy) ?
End Date: (mm/dd/yyyy)?
Basic Pay: 0
Retained Pay Status: ☐
Presumptive Rating Status: ☒ None
☐ Due to time
☐ Due to circumstance (expected)
☐ Due to circumstance (recertify)
Last OCS:

Modify/Delete Employee Record: Transfer Pay Pool

- Scroll down to the “Organization” section of the Employee Detail Form and select the “Pay Pool Code” dropdown list.
- Choose the name of the pay pool you want to move the selected employee to.

AcqDemo
Employee Detail

PART 1 - Complete this section for all Demo and Non-Demo employees

ID: 2612
Prefix:
First Name: Adam
Middle Initial:
Last Name: Appleton
Suffix:
SSN: 222-11-4445

PART 2: Complete this section for all Demo employees

In Demo: ☒ Demo
Start Date: 01/01/2011
End Date: (mm/dd/yyyy)?
Basic Pay: 0
Retained Pay Status: ☐
Presumptive Rating Status: ☐ None
Last OCS: ☐ None
Post-Cycle Activity: ☐ Temporary Promotion
CCPO Code: AS - PORT BELVOIR FT BELVOIR VA 22060
Locality Code: DCB Wilson DC/Baltimore 24 22
Service: ☐ Air Force
Supervisors: Level 1 Supervisor:
Level 2 Supervisor:
Sub-Panel Meeting:
Payroll Manager:
Center Senior Functional:
Career Path: ☐ N/A-Not Assigned
Broadband Level: ☐ Not Assigned
Series: LOV
Organization: 1550 COMPUTER SCIENCE
Pay Pool Code: AMC/LH
PAS Code (Air Force only):
Office Symbol: AMC/LHACA LOV

Organization:

Paypool Code:
AMC/LH
PAS Code (Air Force only):
Office Symbol:
AMC/LHACA LOV

Modify/Delete Employee Record

- Click the “Update” button located at the bottom of the screen.
 - CAS2Net displays the a message at the top of the Employee Detail screen indicating successful updates.
 - Click the “Close” button at the bottom of the Employee Detail Screen.
- * Generate the Employee Roster report from time to time to check your progress in cleaning up the pay pool database.**

Part 2: Complete this section for all Demo employees

In Demo: ☒ Demo

Start Date: 01/01/2011 Calendar

End Date: (mm/dd/yyyy) ? Calendar View Loss

Basic Pay: 0

Retained Pay Status: ☐

Presumptive Rating Status: ☐ None
☐ Due to time
☐ Due to circumstance (expected)
☐ Due to circumstance (recently)

Last DCI: 0

Post-Cycle Activity: ☐ None
☐ Temporary Promotion View
☐ Permanent Promotion
☐ Demotion

CCPD Code: US -PORT BELUCIA PT BELUCIA VA 2280

Locality Code: DCB Urban DC Baltimore 30 22

Service: ☐ Air Force
☐ Army
☐ Marine Corps
☐ Navy
☐ Office of the Secretary of Defense

Supervisors: Level 1 Supervisor:
Level 2 Supervisor:
Sub-Panel Meeting:
Paypool Manager:
Center Senior Function:

Career Path: ☐ N/A-Not Assigned
☐ N/A-Business Management and Technical Management
☐ Professional
☐ N/A-Technical Management Support
☐ N/A-Administrative Support

Broadband Level: ☐ Not Assigned
☐ Level 1
☐ Level 2
☐ Level 3
☐ Level 4

Series: LOV
Organization: 1110 COMPUTER SCIENCE
Paypool Code: ARCCOL
PAS Code (Air Force only):
Office Symbol: LOV

Part 3: Complete this section for all employees requiring CAS2Net user accounts

CAS2Net Access: ☒ CAS2Net Access

EDRFS:

Group: Employee

Part 4: Mid-Point Review Unblock

Status: ☐ Save Data
☐ Consulted
☐ Released
☐ Unblock Mid-Point Review

Update Delete Revert Close

Maintain Employee Data : Employees

Success!
Row updated

Update Delete Revert Close

Paypool Notices

The screenshot displays the AcqDemo application interface. In the top right corner, it states "You are acting as Francis Freeman" with links for "Revert", "Change Session", and "Logout". On the left, there are two main menu sections: "Employee Menu" and "Pay Pool Administrator Menu". The "Pay Pool Administrator Menu" includes options like "Appraisal Status and Lock", "Reports", "Data Maintenance", "Offline Interface", and "Paypool Notices", which is circled in red. A blue arrow points from this circled option to the text below. The main content area is titled "Reports" and contains a sub-section "Pay Pool Administrator Reports" with a list of various reports such as "Appraisal Form Parts II and III - Single Employee", "CAS2Net Status Report & Excel Spreadsheet", and "Employee Roster".

Pay Pool Administrator Reports

- Appraisal Form Parts II and III - Single Employee
- Appraisal Form Parts II and III - All Employees
- CAS2Net Status Report & Excel Spreadsheet
- Mid-Point Review - Single Employee
- Mid-Point Review - All Employees
- Appraisal Form Part II By Employee
- Appraisal Form Part II By Supervisor
- Appraisal Status Report
- Download Employee Data
- Employee Roster
- Post-Cycle Activity Report
- Supervisor Roster by Employee
- Supervisor Roster by Supervisor
- Zone A/CIP Report

Click on "Paypool Notices" to check for paypool data that needs to be checked and perhaps corrected including adding and deleting employees

Creating the Supervisory Structure

- Make sure you have added all non-demo supervisors and have assigned them the highest supervisory user role they will have
 - Pay Pool Manager (PPM) is highest (note that each pay pool can have only one PPM)
 - Sub-Panel Manager also called Supervisor 2 is the next highest
 - Supervisor 1 is the lowest level of supervisor
- Note each level of supervisor can also act as lower levels of supervisor
 - PPM can be assigned as Sub-Panel Manager and Supervisor 1
 - Sub-Panel Manager can be assigned as Supervisor 1
- You create your own sub-panels or sub-pay pools when you assign Sub-Panel Managers. You will be able to download these into the Sub-Panel version of the CMS spreadsheet, which allows the sub-panel to review ratings, but does not allow them to assign payouts.
- Make sure that you have created records for all non-demo supervisors and have assigned all supervisor roles before assigning supervisors to an employee or employees to a supervisor

Obtaining CAC EDIPI

Steps Employee Needs to Take to Find Their EDIPI

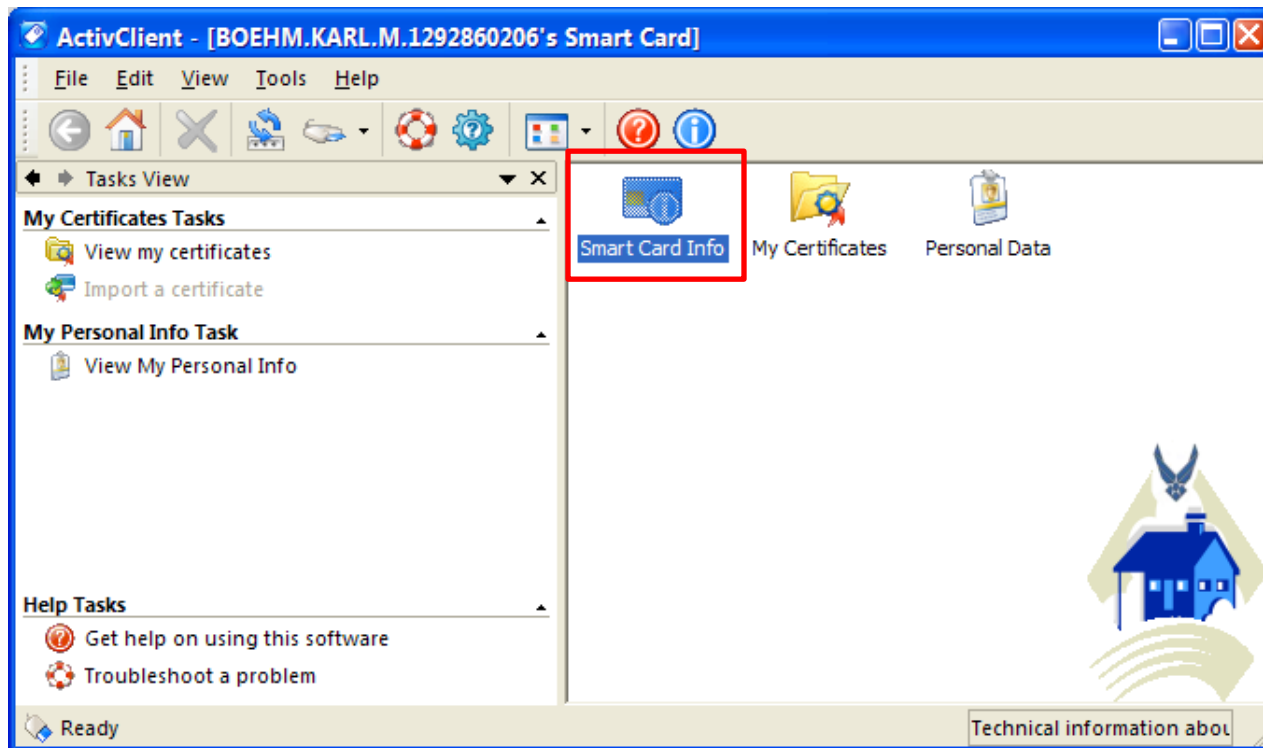
Open ActivClient

- Double-click the ActivClient icon in your Windows system tray



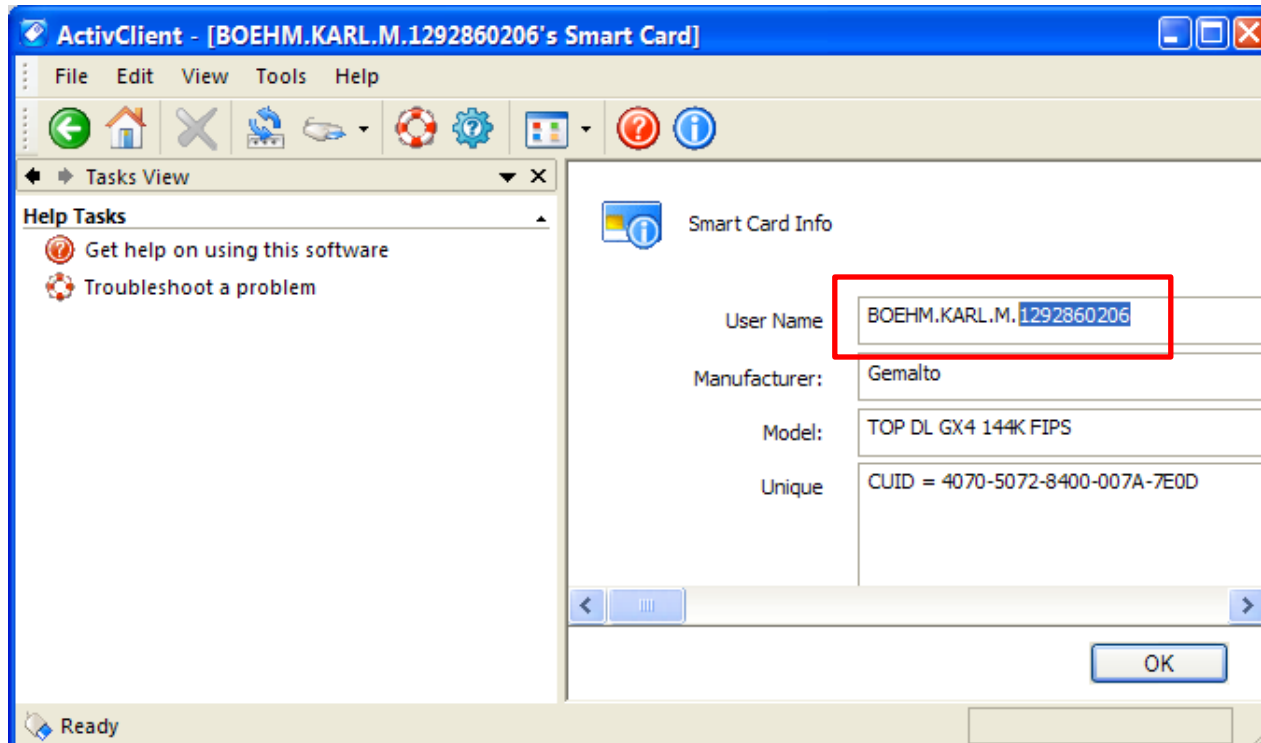
ActivClient

- 10 digit EDIPI follows name in the title bar, but can not be copied.
- Double-click “Smart Card Info” icon.



ActivClient (cont'd)

- 10 digit EDIPI located in the User Name field, and can be copied
- Copy and send to pay pool administrator to establish account



Create New Employee Record: Non-Demo Supervisor

- Once you have the EDIPI, click “Data Maintenance” from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the “Insert New Employee Record” link.

The screenshot shows the AcqDemo web application interface. At the top left, it says "Civilian Acquisition Workforce Personnel Demonstration Project; Department of Defense (DOD)". The top right shows the user is acting as "Eric Hoang" with links for "Revert", "Change Session", and "Logout". The main content area is titled "Employee Maintenance". On the left is a navigation menu with "Employee Menu" and "Superuser Menu". The "Employee Menu" includes "Contribution Planning", "Mid-Point Review Self-Assessment", "Annual Appraisal Self-Assessment", and "Reports". The "Superuser Menu" includes "Appraisal Status and Lock", "Reports", "Data Maintenance", "Session Maintenance", "Offline Interface", "Paypool Notices", and "Demo Reset". The "Employee Maintenance Menu" on the right contains several options: "Modify/Delete employee record using query form", "Modify/Delete employee record using quick pick list", "Insert New Employee Record" (highlighted with a red box), "Assign Supervisors to an Employee", "Assign Employees to a Supervisor", "Replace Supervisor Assignments", and "Replace PAS Code".

Create New Employee Record: Non-Demo Supervisor

- CAS2Net displays the Add an Employee Record screen.
- In Part 1 of the form:
 - Enter the **first** and **last name** along with the made-up **Social Security Number** of the employee being added.
 - The fields in green are mandatory

Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored green and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employee records.

Part 1 - Complete this section for all Demo and Non-Demo employees

Prefix:
First Name: *
Middle Initial:
Last Name: *
Suffix:
SSN: *

Part 2 - Complete this section for all Demo employees

Demo: * Demo
Start Date: Calendar
End Date: Calendar
Basic Pay:
Retained Pay Status: Retained Pay
Presumptive Rating Status: None
Last OCB: None
Postcycle Activity: None
CPO Code: Select One
Locality Code: Select One
Service: Select One
Supervisors: Select One
Career Path: Select One
Broadband Level: Select One
Organisation: Select One
Office Symbol: Select One
Series: Select One

Part 3 - Complete this section for all employees requiring CAS2Net user accounts
CAS2Net Access: CAS2Net Access
Group: Select One
User ID:

Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored green and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employee records.

Part 1 - Complete this section for all Demo and Non-Demo employees

Prefix:
First Name: *
Middle Initial:
Last Name: *
Suffix:
SSN: *

Create New Employee Record: Non-Demo Supervisor

- In Part 2 of the form:
 - Click the “Demo” checkbox to Uncheck and make the supervisor Non-Demo.
 - Scroll to the “Organization” section of the form to the “Paypool Code” dropdown list. Select the Pay Pool name in which you want to put your employee into.

Part 2: Complete this section for all Demo employees

In Demo: ☒ Demo

Start Date: (mm/dd/yyyy) ? 01/01/2011 Calendar

End Date: (mm/dd/yyyy) ? Calendar

Basic Pay: 0

Retained Pay Status: ☐

Presumptive Rating Status: ☒ None
☐ Due to time
☐ Due to circumstance (expected)
☐ Due to circumstance (recently)

Last OCS:

Post Cycle Activity: ☐ None
☐ Change Position
☐ Change Position
☐ Change Position

CPUS Code: 45-POSTBUDGET/PCUR 14 2005

Locality Code: 001 San Diego County, CA

Service: ☐ Air Force
☐ Army
☐ Marine Corps
☐ Navy
☐ Office of the Secretary of Defense

Supervisors: Level 1 Supervisor:
Level 2 Supervisor:
Sub-Panel Meeting:
Personnel Manager:
Center Senior Functional:

Career Path: ☐ Air Force Academy
☐ Air Force Management and Technical Management
☐ Air Force
☐ Air Force Management Support
☐ Air Force Administrative Support

Broadband Level: ☐ Not Assigned
☐ Level 1
☐ Level 2
☐ Level 3
☐ Level 4

Series: LOV

Organization: 1550 COMPUTER SCIENCE

Paypool Code: AMC/LH

RAF Code (Air Force only):

Office Symbol: LOV

Part 3: Complete this section for all employees requiring CASNET user accounts

CASNET Account: CASNET Access

EDUP:

Group: 000000

Part 4: Mid-Point Review Unit

Status: Set a Date
 Cancelled
 Resigned
 Other Non-Active

Buttons: Update, Demo, Report, Close

Part 2: Complete this section for all Demo employees

In Demo: ☐ Demo

Start Date: (mm/dd/yyyy) ? 01/01/2011 Calendar

End Date: (mm/dd/yyyy) ? Calendar

Basic Pay: 0

Retained Pay Status: ☐

Presumptive Rating Status: ☒ None
☐ Due to time
☐ Due to circumstance (expected)
☐ Due to circumstance (recently)

Last OCS:

Broadband Level: ☐ Not Assigned
☐ Level 1
☐ Level 2
☐ Level 3
☐ Level 4

Series: LOV

Organization: 1550 COMPUTER SCIENCE

Paypool Code: AMC/LH

RAF Code (Air Force only):

Office Symbol: LOV

Create New Employee Record: Non-Demo Supervisor

- In Part 3 of the form:
 - Enter the user's EDIPI in the provided text box.
 - Select desired User Group from list
- Click the "Add" button at the bottom of the page

Part 3: Complete this section for all employees requiring CAS2Net user accounts
"CAS2Net Access" field should be checked.

CAS2Net Access: * ☒ CAS2Net Access

EDIPI: *

Group: *

- ☒ Employee
- ☐ Supervisor I
- ☐ Supervisor II
- ☐ Sub-Panel Manager
- ☐ Supervisor III
- ☐ Supervisor IV
- ☐ Pay Pool Manager
- ☐ Pay Pool Administrator
- ☐ Superuser
- ☐ Full Access User
- ☐ All Army
- ☐ All Air Force
- ☐ All Marine Corps
- ☐ All Navy
- ☐ All OSD paypools access
- ☐ All Air Force - Edwards
- ☐ Center Senior Functional
- ☐ All NAVSEA
- ☐ All SARDA
- ☐ Multi-Paypool Test Group
- ☐ Read-only User
- ☐ RT Online Viewer
- ☐ RT User
- ☐ RT Superuser

Part 3: Complete this section for all employees requiring CAS2Net user accounts
"CAS2Net Access" field should be checked.

CAS2Net Access: * ☒ CAS2Net Access

EDIPI: *

Group: *

- ☒ Employee
- ☐ Supervisor I
- ☐ Supervisor II

Create New Employee Record: Non-Demo Supervisor

- CAS2Net refreshes the screen to display a successful update.
- Confirms record has been successfully inserted



Create a new Demo Employee Record

- If you get a paypool notice about having to add a new employee, use the same process as for a Non-Demo supervisor except that the Demo box needs to be checked and you'll need a real SSN
 - You'll need to fill in all the data fields for an employee including career path, band, salary, etc.
 - This data is available from the paypool notice

Assign Supervisors to an Employee

- Click “Data Maintenance Menu”. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the “Assign Supervisors to an Employee” link.

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



You are acting as Eric Hoang
[Revert](#) | [Change Session](#) | [Logout](#)

A screenshot of the CAS2Net system interface. The main heading is "Employee Maintenance". On the left, there are two vertical menu bars. The top one is titled "Employee Menu" and contains links for "Contribution Planning", "Mid-Point Review Self-Assessment", "Annual Appraisal Self-Assessment", and "Reports". The bottom one is titled "Superuser Menu" and contains links for "Appraisal Status and Lock", "Reports", "Data Maintenance", "Session Maintenance", "Offline Interface", "Paypool Notices", and "Demo Reset". The "Data Maintenance" link in the Superuser Menu is highlighted. In the center, a box titled "Employee Maintenance Menu" contains several options: "Modify/Delete employee record using query form", "Modify/Delete employee record using quick pick list", "Insert New Employee Record", "Assign Supervisors to an Employee" (which is highlighted with a red rectangle), "Assign Employees to a Supervisor", "Replace Supervisor Assignments", and "Replace PAS Code".

Assign Supervisors to an Employee

- The Assign Supervisor to an Employee screen is displayed.
- Select an employee's name from the dropdown list.
- Any supervisor can be labeled as a Center Senior Functional (CSF). Appraisals for employees assigned to an CSF are read only.

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

Acq
Demo

You are acting as Eric Hoang
[Revert](#) | [Change Session](#) | [Logout](#)

Assign Supervisors to an Employee

Please select an Employee to Assign Supervisors

Employee:	(null)-----
Level 1 Supervisor:	(null)-----
Level 2 Supervisor:	(null)-----
Sub-Panel Manager:	(null)-----
Pay Pool Manager:	(null)-----
Center Senior Functional:	(null)-----

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Superuser Menu

- Appraisal Status and Lock
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Paypool Notices
- Demo Reset

Assign Supervisors to an Employee

- CAS2Net refreshes the supervisor dropdown lists to display the selected employee's current supervisors.
- Select the desired supervisors to assign to the selected employee using the provided dropdown lists.
- To undo selections made, and view the current supervisor assignments, click the "Reset" button.
- Select the desired supervisors to assign to the selected employee and click the "Assign" button.

Assign Supervisors to an Employee

Employee:	Artis, Amy (AMC/LH) ▼
Level 1 Supervisor:	Olson, Peter (AMC/LH)1 ▼
Level 2 Supervisor:	Tran, Tran (AMC/LH)6 ▼
Sub-Panel Manager:	Gonzalez, Helen (AMC/LH)2 ▼
Pay Pool Manager:	Arnold, Bob (AMC/LH)3 ▼
Center Senior Functional:	Bowling, Mike (AMC/LH)6 ▼

[Data Maintenance Menu]

Please send comments/suggestions about this form to **CAS2Net Support**

Assign Supervisors to an Employee

- Once you click the “Assign” button, CAS2Net displays the following message : “Supervisor(s) successfully assigned.”
- If no supervisor assignments have been changed and the “Assign” button is clicked, the following message is displayed: “No supervisor changes made.”
- Note that you need to be an above pay pool superuser to assign supervisors who are in a different pay pool than the employee.

Assign Supervisors to an Employee

Supervisor(s) successfully assigned.

Employee:	Artis, Amy (AMC/LH) ▼
Level 1 Supervisor:	Olson, Peter (AMC/LH)1 ▼
Level 2 Supervisor:	Tran, Tran (AMC/LH)6 ▼
Sub-Panel Manager:	Gonzalez, Helen (AMC/LH)2 ▼
Pay Pool Manager:	Arnold, Bob (AMC/LH)3 ▼
Center Senior Functional:	Bowling, Mike (AMC/LH)6 ▼

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

Assign Employees to a Supervisor

- Click “Data Maintenance” from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the “Assign Employees to a Supervisor” link.



Assign Employees to a Supervisor

- The Assign Employees to a Supervisor screen is displayed.
- Select a supervisor name from the dropdown list and select the supervisor role you want to assign (first level, sub-panel, CSF, or pay pool manager).

Assign Employees to a Supervisor

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Superuser Menu

- Appraisal Status and Lock
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Paypool Notices
- Demo Reset

Supervisor: Fites, George (AMC/LHXTA) **Sort By:** ☒ Name ☐ Org

☐ First Level Supervisor ☐ Supervisor 2 ☒ Sub-Panel Meeting ☐ Paypool Manager ☐ CSF

☐ Check/Uncheck All

<input type="checkbox"/> Appleton, Adam A (AMC/LHA)	<input type="checkbox"/> Arndt, Aaron (AMC/LHXTA)
<input type="checkbox"/> Artis, Amy (AMC/LHXTA)	<input type="checkbox"/> Babbitt, Chris (AMC/LHXSA)
<input type="checkbox"/> Bracken, Billy (AMC/LH)	<input type="checkbox"/> Burns, Barry (AMC/LHACA)
<input type="checkbox"/> Butler, Bryce (AMC/LHXTA)	<input type="checkbox"/> Cavasos, Carmen (AMC/LHXTB)
<input type="checkbox"/> Celon, Connie (AMC/LHACA)	<input type="checkbox"/> Curtiss, Dan (AMC/LHA)
<input type="checkbox"/> Dancy, Dyanne (AMC/LHXTB)	<input type="checkbox"/> Donaldson, Dennis (AMC/LHACB)
<input type="checkbox"/> Emerson, Erica (AMC/LHXTB)	<input type="checkbox"/> Evans, Erin (AMC/LHACB)
<input type="checkbox"/> Evans, Francis (AMC/LHX)	<input type="checkbox"/> Farnsworth, Fred (AMC/LHACB)
<input type="checkbox"/> Fites, George (AMC/LHXTA)	<input type="checkbox"/> Freeman, Francis (AMC/LH)
<input type="checkbox"/> Garfield, George (AMC/LH)	<input type="checkbox"/> Gonzalez, Helen (AMC/LHAC)
<input type="checkbox"/> Grimes, Garth (AMC/LHACB)	<input type="checkbox"/> Hansen, Ike (AMC/LHXTB)
<input type="checkbox"/> Harris, Henry (AMC/LHADA)	<input type="checkbox"/> Hoang, Andrew (AMC/LH)
<input type="checkbox"/> Hoang, Danielle (AMC/LH)	<input type="checkbox"/> Hoang, Eric (AMC/LH)
<input type="checkbox"/> Hummer, Hershel (AMC/LH)	<input type="checkbox"/> Irnski, Ivan (AMC/LHADA)
<input type="checkbox"/> Iverson, John (AMC/LHAD)	<input type="checkbox"/> Jerris, Jane (AMC/LHADA)
<input type="checkbox"/> Karnes, Keith (AMC/LHADB)	<input type="checkbox"/> Lawrence, Lance (AMC/LHADB)

Assign Employees to a Supervisor

- CAS2Net refreshes the screen to display a list of employees reporting to the selected supervisor.
- * Note: to view employees under the selected supervisor in a different level of supervision, select the desired radio button.**
- To sort the list of employees by Name or Organization, select the “Name” or “Org” radio button.
- Click the check boxes next to employee name(s) of those employee(s) you want to assign to the selected supervisor. To assign all employees listed, click the “Check/Uncheck All” checkbox.
- To undo selections click the “Reset” button.
- To submit selections, click the “Submit” button.

Assign Employees to a Supervisor

Supervisor: Gonzalez, Helen (AMC/LHAC) Sort By: ☒ Name ☐ Org

☒ First Level Supervisor ☐ Supervisor 2 ☐ Sub-Panel Meeting ☐ Paypool Manager ☐ CSF

☐ Check/Uncheck All

<input checked="" type="checkbox"/> Olson, Peter (AMC/LHACA)	<input checked="" type="checkbox"/> Quarles, Richard (AMC/LHACB)
<input type="checkbox"/> Appleton, Adam ()	<input type="checkbox"/> Arndt, Aaron (AMC/LHXTA)
<input type="checkbox"/> Artis, Amy (AMC/LHXTA)	<input type="checkbox"/> Babbitt, Chris (AMC/LHXSA)
<input type="checkbox"/> Bracken, Billy (AMC/LH)	<input type="checkbox"/> Burns, Barry (AMC/LHACA)
<input type="checkbox"/> Butler, Bryce (AMC/LHXTA)	<input type="checkbox"/> Cavasos, Carmen (AMC/LHXTB)
<input type="checkbox"/> Celon, Connie (AMC/LHACA)	<input type="checkbox"/> Curtiss, Dan (AMC/LHA)
<input type="checkbox"/> Dancy, Dyanne (AMC/LHXTB)	<input type="checkbox"/> Donaldson, Dennis (AMC/LHACB)
<input type="checkbox"/> Emerson, Eric (AMC/LHXTB)	<input type="checkbox"/> Evans, Eric (AMC/LHACB)
<input type="checkbox"/> Tarnan, Timothy (AMC/LHXSA)	<input type="checkbox"/> Udell, Vincent (AMC/LHADDB)
<input type="checkbox"/> Ulanov, Uli (AMC/LHXSA)	<input type="checkbox"/> Vinson, Violet (AMC/LHXSB)
<input type="checkbox"/> Williams, Wilson (AMC/LHXSB)	<input type="checkbox"/> Yates, Zane (AMC/LHADDC)
<input type="checkbox"/> Yeakey, Yolanda (AMC/LHXSB)	<input type="checkbox"/> Zurbriggen, Zack (AMC/LHXTA)

[Data Maintenance Menu]

Assign Employees to a Supervisor

- Verify the selected employees have been assigned to the supervisor.
- Repeat for each supervisory role held by the selected supervisor by clicking on each of the levels of supervisor radio buttons.

Assign Employees to a Supervisor

Supervisor: Gonzalez, Helen (AMC/LHAC) **Sort By:** ☒ Name ☐ Org

☒ First Level Supervisor ☐ Supervisor 2 ☐ Sub-Panel Meeting ☐ Paypool Manager ☐ CSF

<input type="checkbox"/> Check/Uncheck All	
<input checked="" type="checkbox"/> Olson, Peter (AMC/LHACA)	<input checked="" type="checkbox"/> Quarles, Richard (AMC/LHACB)
<input checked="" type="checkbox"/> Appleton, Adam ()	<input checked="" type="checkbox"/> Arndt, Aaron (AMC/LHXTA)
<input checked="" type="checkbox"/> Artis, Amy (AMC/LHXTA)	<input checked="" type="checkbox"/> Babbitt, Chris (AMC/LHXSA)
<input type="checkbox"/> Bracken, Billy (AMC/LH)	<input checked="" type="checkbox"/> Burns, Barry (AMC/LHACA)
<input type="checkbox"/> Butler, Bryce (AMC/LHXTA)	<input type="checkbox"/> Cavasos, Carmen (AMC/LHXTB)
<input type="checkbox"/> Celon, Connie (AMC/LHACA)	<input type="checkbox"/> Curtiss, Dan (AMC/LHA)
<input type="checkbox"/> Dancy, Dyanne (AMC/LHXTB)	<input type="checkbox"/> Donaldson, Dennis (AMC/LHACB)

Replace Supervisor Assignments

- Click “Data Maintenance” from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the “Replace Supervisor Assignments” link. Use this option when a supervisor is replaced by another person.

The screenshot displays the 'Employee Maintenance' interface. On the left, there are two vertical navigation menus. The 'Employee Menu' includes 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', and 'Reports'. The 'Superuser Menu' includes 'Appraisal Status and Lock', 'Reports', 'Data Maintenance', 'Session Maintenance', 'Offline Interface', 'Paypool Notices', and 'Demo Reset'. The main area on the right is titled 'Employee Maintenance' and contains an 'Employee Maintenance Menu' with the following options: 'Modify/Delete employee record using query form', 'Modify/Delete employee record using quick pick list', 'Insert New Employee Record', 'Assign Supervisors to an Employee', 'Assign Employees to a Supervisor', 'Replace Supervisor Assignments' (highlighted with a red rectangle), and 'Replace PAS Code'.

Menu	Options
Employee Menu	Contribution Planning Mid-Point Review Self-Assessment Annual Appraisal Self-Assessment Reports
Superuser Menu	Appraisal Status and Lock Reports Data Maintenance Session Maintenance Offline Interface Paypool Notices Demo Reset
Employee Maintenance Menu	Modify/Delete employee record using query form Modify/Delete employee record using quick pick list Insert New Employee Record Assign Supervisors to an Employee Assign Employees to a Supervisor Replace Supervisor Assignments Replace PAS Code

Replace Supervisor Assignments

- The Replace Supervisor Assignments screen is displayed.
- Select a supervisor name from the “Original Supervisor” dropdown list.

The screenshot shows a web application titled "Update Supervisor Assignments". On the left is a sidebar menu with two sections: "Employee Menu" and "Superuser Menu". The "Employee Menu" includes "Contribution Planning", "Mid-Point Review Self-Assessment", "Annual Appraisal Self-Assessment", and "Reports". The "Superuser Menu" includes "Appraisal Status and Lock", "Reports", "Data Maintenance", "Session Maintenance", "Offline Interface", "Paypool Notices", and "Demo Reset". The main content area has a title "Update Supervisor Assignments" and a "Manager Level:" section with five radio buttons: "First Level Supervisor" (selected), "Supervisor 2", "Sub-Panel Meeting", "Paypool Manager", and "CSF". Below this is a red-bordered box containing two dropdown menus: "Original Supervisor:" and "Replacement Supervisor:", both currently showing "(null)". At the bottom of the form are "Update" and "Clear" buttons. Below the buttons is a link "[Data Maintenance Menu]" and a footer text: "Please send comments/suggestions about this form to **CAS2Net Support**".

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Superuser Menu

- Appraisal Status and Lock
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Paypool Notices
- Demo Reset

Update Supervisor Assignments

Manager Level:

- ☒ First Level Supervisor
- ☐ Supervisor 2
- ☐ Sub-Panel Meeting
- ☐ Paypool Manager
- ☐ CSF

Original Supervisor:
(null)-----▼

Replacement Supervisor:
(null)-----▼

[Data Maintenance Menu]

Please send comments/suggestions about this form to **CAS2Net Support**

Replace Supervisor Assignments

- Select which level of supervision you want to replace assignments for the selected supervisor.
- Select the name of the supervisor you want to replace assignments with from the “Replacement Supervisor” dropdown.
- To clear selections, click the “Clear” button.
- To submit changes, click the “Update” button.

Update Supervisor Assignments

Manager Level:

☒ First Level Supervisor
☐ Supervisor 2
☐ Sub-Panel Meeting
☐ Paypool Manager
☐ CSF

Original Supervisor:
Arnold, Bob (AMC/LH) ▼

Replacement Supervisor:
(null)----- ▼

[\[Data Maintenance Menu \]](#)

Please send comments/suggestions about this form to **CAS2Net Support**

Replace Supervisor Assignments

- CAS2Net displays a message indicates the number of successful replacements between the two selected supervisors.

Update Supervisor Assignments

4 Replacements of Bob Arnold with Ike Hansen

Manager Level:

☒ First Level Supervisor
☐ Supervisor 2
☐ Sub-Panel Meeting
☐ Paypool Manager
☐ CSF

Original Supervisor:
Arnold, Bob (AMC/LH) ▼

Replacement Supervisor:
Hansen, Ike (AMC/LH) ▼

[Data Maintenance Menu]

Appraisal Status and Lock

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



You are acting as Eric Hoang
[Revert](#) | [Change Session](#) | [Logout](#)

Employee Menu

[Contribution Planning](#)

[Mid-Point Review Self-Assessment](#)

[Annual Appraisal Self-Assessment](#)

[Reports](#)

Superuser Menu

[Appraisal Status and Lock](#)

[Reports](#)

[Data Maintenance](#)

[Session Maintenance](#)

[Offline Interface](#)

[Paypool Notices](#)

[Demo Reset](#)

Session Maintenance

Session Selections

Revert Garfield, George (AMC/LH) Revert To Self

Employee Appleton, Adam A(AMC/LHA) Change to selected

Pay Pool Admin Freeman, Francis (AMC/LH) Change to selected

Paypool Manager Arnold, Bob (AMC/LH) Change to selected

Read-only User Simpson, Bart (AMC/LH) Change to selected

Sub-Panel Manager Curtiss, Dan (AMC/LHA) Change to selected

Superuser Hoang, Eric (AMC/LH) Change to selected

Supervisor I Babbitt, Chris (AMC/LHXSA) Change to selected

Supervisor II Daniels, Eileen (AMC/LHXSBB) Change to selected

On/Off Button

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

Acq
Demo

You are acting as Francis Freeman
[Revert](#) | [Change Session](#) | [Logout](#)

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Pay Pool Administrator Menu

- Appraisal Status and Lock
- Reports
- Data Maintenance
- Offline Interface
- Paypool Notices

Appraisal Status and Lock

Grouped by Paypool Manager

Manager	Emp Count	Appr Complete	Avg Delta OCS	Std Dev	Lock
(not specified)	2	2	1.5	2.12	
Bob Arnold	47	46	0.7	9.41	
Sam Battista	1	1	1.0	N/A	

There are employees with incomplete appraisals.

☒ ON

Grouped by Subpanel Manager

Manager	Emp Count	Appr Complete	Avg Delta OCS	Std Dev	Lock
(not specified)	6	6	1.3	3.27	<input checked="" type="checkbox"/> ON
Bob Arnold	3	2	0.5	3.54	<input type="checkbox"/> OFF
Dan Curtiss	7	6	-6.7	25.26	<input type="checkbox"/> OFF

Importing Data from Offline Interface

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



You are acting as Francis Freeman
[Revert](#) | [Change Session](#) | [Logout](#)

Reports

Employee Menu

[Contribution Planning](#)

[Mid-Point Review Self-Assessment](#)

[Annual Appraisal Self-Assessment](#)

[Reports](#)

Pay Pool Administrator Menu

[Appraisal Status and Lock](#)

[Reports](#)

[Data Maintenance](#)

[Offline Interface](#)

[Paypool Notices](#)

Pay Pool Administrator Reports

[Appraisal Form Parts I, II and III - Single Employees](#)

[Appraisal Form Parts I, II and III - All Employees](#)

[CAS2Net Status Report & Excel Spreadsheet](#)

[Mid-Point Review - Single Employee](#)

[Mid-Point Review - All Employees](#)

[Appraisal Form Part II By Employee](#)

[Appraisal Form Part II By Supervisor](#)

[Appraisal Status Report](#)

[Download Employee Data](#)

[Employee Roster](#)

[Post-Cycle Activity Report](#)

[Supervisor Roster by Employee](#)

[Supervisor Roster by Supervisor](#)

[Zone A/CIP Report](#)

Contribution-based Compensation and Appraisal System Software CAS²Net

Offline Interface



Download Employee Data

Last completed download (Eastern Time): 02-OCT-2012 10:41:00 AM

Upload Employee Data

Last completed upload (Eastern Time): 02-OCT-2012 10:44:44 AM

Certify Final Upload

Upload Status: Not Final

Downloading Employee Data

Contribution-based Compensation and Appraisal System Software CAS²Net

Offline Interface - Download Employee Data

NOTE: Files are dynamically generated and the server may take several minutes before download starts. Please be patient and do not repeatedly request a download file which will cause the server to slow down further and may generate duplicate appraisal records.

To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

Sub-Panel Meeting choices without hot links for the files have been locked.
Contact your pay pool administrator if you need to unlock a meeting.

Paypool	File Name	File Description
AMC/LH	ppAMCLH_to_CCAS.csv	Paypool: AMC/LH
AMC/LH	ppAMCLH_to_Sub-Panel_Bob_Arnold.csv	Sub-Panel Manager: Bob Arnold
AMC/LH	ppAMCLH_to_Sub-Panel_Dan_Curtiss.csv	Sub-Panel Manager: Dan Curtiss
AMC/LH	ppAMCLH_to_Sub-Panel_Francis_Evans.csv	Sub-Panel Manager: Francis Evans
AMC/LH	ppAMCLH_to_Sub-Panel_Helen_Gonzalez.csv	Sub-Panel Manager: Helen Gonzalez
AMC/LH	ppAMCLH_to_Sub-Panel_John_Iverson.csv	Sub-Panel Manager: John Iverson
AMC/LH	ppAMCLH_to_Sub-Panel_Larry_Koenig.csv	Sub-Panel Manager: Larry Koenig
AMC/LH	ppAMCLH_to_Sub-Panel_Nancy_Michelson.csv	Sub-Panel Manager: Nancy Michelson
AMC/LH	ppAMCLH_to_Sub-Panel_(No_Sub-Panel).csv	Sub-Panel Manager: None Assigned
AMC/LH	ppAMCLH_to_Sub-Panel_Sam_Battista.csv	Sub-Panel Manager: Sam Battista

[[Return to Offline Interface Main Menu](#)]

Importing to SubPanel Spreadsheet

Sub-Panel Meeting Spreadsheet

Cycle: 2012

The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.

Data/Spreadsheet Download -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, click [View](#) to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the [Group into Categories](#) link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

Data Maintenance -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

Paypool Data

[Import](#)[View](#)[Export](#)

Last Import: 9/19/2012 (2:21:39 PM)(CDT)

Last Export:

Last Modified:

Use Today

Scores

[Group into Categories](#)

Summary Reports

[Rails Report](#)[Career Path Factor Matrices ranked by Final Score](#)[Summary Statistics of Delta OCS](#)[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2012 SPL](#) [Inferred](#)

Reports

- Click “Reports” from the Navigation Bar. CAS2Net refreshes the screen to display the a list of reports.
- To show the supervisors assigned to each employee, select the “Supervisor Roster by Employee” reports link.



Reports

- CAS2Net refreshes the screen to display the Supervisor Roster by Employee Report Generation Options.
- Select a pay pool from “Paypool Selection” dropdown.
- Click the “Generate” button.

The screenshot shows a web application interface titled "Supervisor Roster by Employee". Below the title is a "Report Options" box. Inside this box, there are three main sections: "Paypool Selection:", "Report Format:", and "Command:". The "Paypool Selection:" section features a dropdown menu with "AMC/LH" selected. The "Report Format:" section has two radio buttons: "PDF" (which is selected) and "Excel". The "Command:" section contains a "Generate" button. A red rectangle highlights the "Paypool Selection:" dropdown, and another red rectangle highlights the "Generate" button. Below the "Report Options" box is a button labeled "Return to Reports Menu".

Reports

- CAS2Net generates the report in PDF format.
- Report displays the list of employees in the selected pay pool along with their assigned supervisors.



Supervisor Roster by Employee

Employee Name	Supervisor, Level 1	Sub-panel Supervisor	Paypool Manager
Appleton, Adam,	Helen Gonzalez		
Arndt, Aaron, AMC/LHXTA	Helen Gonzalez	Nancy Michelson	Bob Arnold
Artis, Amy, AMC/LHXTA	Helen Gonzalez	Helen Gonzalez	Bob Arnold
Babbitt, Chris, AMC/LHXSA	Helen Gonzalez	Francis Evans	Bob Arnold
Burns, Barry, AMC/LHACA	Helen Gonzalez	Helen Gonzalez	Bob Arnold
Butler, Bryce, AMC/LHXTA	George Fites	Nancy Michelson	Bob Arnold
Cavasos, Carmen, AMC/LHXTB	Ike Hansen	Nancy Michelson	Bob Arnold
Celon, Connie, AMC/LHACA	Peter Olson	Helen Gonzalez	Bob Arnold
Curtiss, Dan, AMC/LHA	Ike Hansen		Bob Arnold
Dancy, Dyanne, AMC/LHXTB	Ike Hansen	Nancy Michelson	Bob Arnold
Donaldson, Dennis, AMC/LHACB	Richard Quarles	Helen Gonzalez	Bob Arnold
Emerson, Erica, AMC/LHXTB	Ike Hansen	Nancy Michelson	Bob Arnold
Evans, Erin, AMC/LHACB	Richard Quarles	Helen Gonzalez	Bob Arnold
Evans, Francis, AMC/LHX	Ike Hansen		Bob Arnold
Farnsworth, Fred, AMC/LHACB	Richard Quarles	Helen Gonzalez	Bob Arnold
Fites, George, AMC/LHXTA	Nancy Michelson	Francis Evans	Bob Arnold
Freeman, Francis, AMC/LH	Ike Hansen		Bob Arnold
Garfield, George, AMC/LH	Ike Hansen		Bob Arnold
Gonzalez, Helen, AMC/LHAC	Dan Curtiss	Bob Arnold	Bob Arnold
Grimes, Garth, AMC/LHACB	Richard Quarles	Helen Gonzalez	Bob Arnold

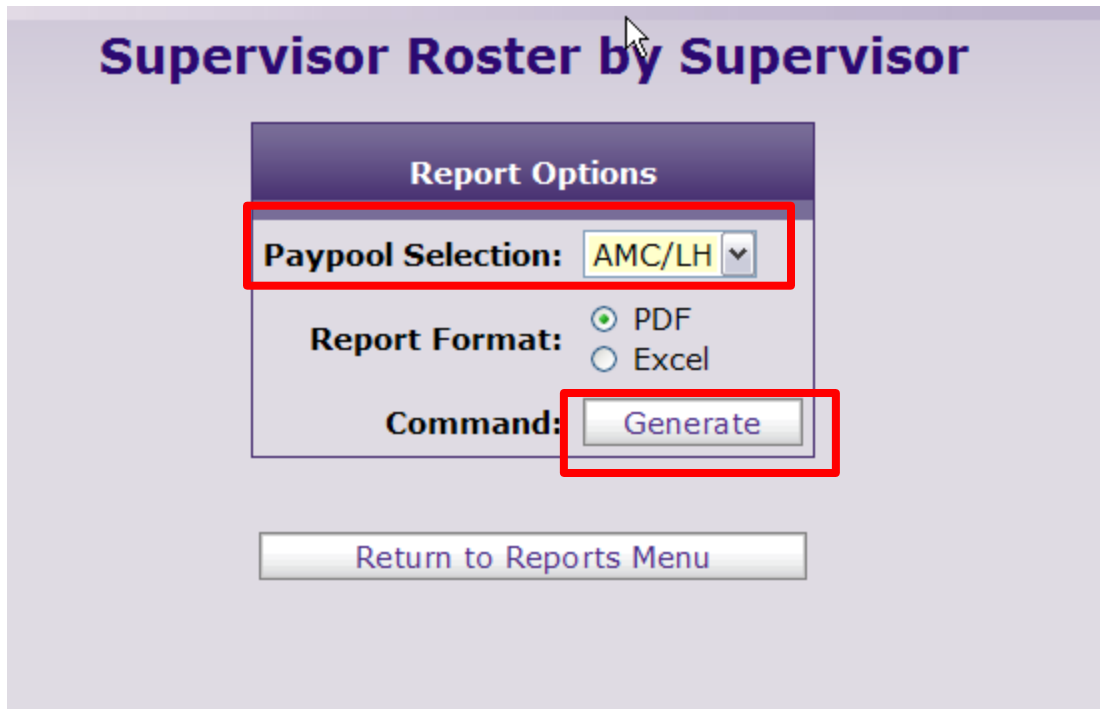
Reports

- Use the Supervisor Roster Report to review the supervisory structure of your pay pool.
- Click “Reports” from the Navigation Bar. CAS2Net refreshes the screen to display the list of reports.
- Select the “Supervisor Roster by Supervisor” reports link.



Reports

- CAS2Net refreshes the screen to display the Supervisor Roster by Employee Report Generation Options.
- Select a pay pool from “Paypool Selection” dropdown.
- Click the “Generate” button.



The screenshot displays a web interface titled "Supervisor Roster by Supervisor". Below the title is a "Report Options" section. This section contains three main elements: a "Paypool Selection" dropdown menu with "AMC/LH" selected, a "Report Format" section with radio buttons for "PDF" (selected) and "Excel", and a "Command:" label next to a "Generate" button. Red rectangular boxes highlight the "Paypool Selection" dropdown and the "Generate" button. At the bottom of the interface is a button labeled "Return to Reports Menu".

Reports

- CAS2Net generates the report in PDF format.
- Report displays the breakdown of the supervisory structure for the selected pay pool.
- This report is essentially a wiring diagram for the organization displayed horizontally rather than vertically.



Supervisor Roster

Paypool Manager	Sub-panel Supervisor	First Level Supervisor	Employee Name
Bob Arnold, AMC/LH	(none)	Bob Arnold	Dan Curtiss, AMC/LHA Francis Evans, AMC/LHX Francis Freeman, AMC/LH George Garfield, AMC/LH
			Helen Gonzalez, AMC/LHAC John Iverson, AMC/LHAD
			Nancy Michelson, AMC/LHXT
			Richard Quarles, AMC/LHACB Tammy Stewart, AMC/LHADA Vincent Udell, AMC/LHADB Zane Yates, AMC/LHADC
Dan Curtiss	Bob Arnold	Dan Curtiss	Chris Babbitt, AMC/LHXS George Fites, AMC/LHXTA Ike Hansen, AMC/LHXTB
			Amy Artis, AMC/LHACA Barry Burns, AMC/LHACA Connie Celon, AMC/LHACA
			Dennis Donaldson, AMC/LHACB Erin Evans, AMC/LHACB
			Aaron Arndt, AMC/LHXTA Bryce Butler, AMC/LHXTA Zack Zurbruggen, AMC/LHXTA
Francis Evans	Dan Curtiss	Francis Evans	Carmen Cavasos, AMC/LHXTB Dyanne Dancy, AMC/LHXTB Erica Emerson, AMC/LHXTB
Helen Gonzalez	Francis Evans	Helen Gonzalez	
Nancy Michelson	Helen Gonzalez	John Iverson	

Reports

Civilian Acquisition Workforce Personnel
Demonstration Project; Department of Defense (DOD)



You are acting as Eric Hoang
[Revert](#) | [Change Session](#) | [Logout](#)

Reports

Employee Menu

[Contribution
Planning](#)

[Mid-Point Review
Self-Assessment](#)

[Annual Appraisal
Self-Assessment](#)

[Reports](#)

Superuser Menu

[Appraisal Status
and Lock](#)

[Reports](#)

[Data Maintenance](#)

[Session
Maintenance](#)

[Offline Interface](#)

[Paypool Notices](#)

[Demo Reset](#)

Superuser Reports

[Appraisal Form Parts II and III - Single Employee](#)

[Appraisal Form Parts I, II and III - All Employees](#)

[CAS2Net Status Report & Excel Spreadsheet](#)

[Mid-Point Review - Single Employee](#)

[Mid-Point Review - All Employees](#)

[Appraisal Form Part II By Employee](#)

[Appraisal Form Part II By Supervisor](#)

[Appraisal Status Report](#)

[Download Employee Data](#)

[Employee Roster](#)

[Post-Cycle Activity Report](#)

[Supervisor Roster by Employee](#)

[Supervisor Roster by Supervisor](#)

[Zone A/CIP Report](#)

Report Options

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



You are acting as Eric Hoang
[Revert](#) | [Change Session](#) | [Logout](#)

Appraisal Form Parts I, II & III - By Supervisor

Employee Menu

[Contribution Planning](#)

[Mid-Point Review Self-Assessment](#)

[Annual Appraisal Self-Assessment](#)

[Reports](#)

Superuser Menu

[Appraisal Status and Lock](#)

[Reports](#)

[Data Maintenance](#)

[Session Maintenance](#)

[Offline Interface](#)

[Paypool Notices](#)

[Demo Reset](#)

Report Options

☒ Part I only

Report Options:

- ☐ Part II only
- ☐ Parts II & III
- ☐ Parts I, II & III

Selection Type: All Paypool Supervisors

Supervisor Selection: AMC/LH Babbitt, Chris

Supervisor Type:

- ☒ First Level Supervisor
- ☐ Supervisor 2
- ☐ Sub-Panel Meeting
- ☐ Paypool Manager
- ☐ CSF

Assessment Year:

- ☐ 2012
- ☒ 2011
- ☐ 2010
- ☐ 2009
- ☐ 2008
- ☐ 2007
- ☐ 2006
- ☐ 2005
- ☐ 2004
- ☐ 2003
- ☐ 2002
- ☐ 2001

Report Format: PDF format* is standard for this report

Command:

[Generate](#)

[Return to Reports Menu](#)

Report Option: Part I

CCAS Appraisal By Supervisor Report	
Group: Supervisor: Chris Babbitt Supervisor Role: First Level Supervisor	Criteria: Supervisor: Chris Babbitt Supervisor Role: First Level Supervisor Assessments Year: 2011

Part I: CCAS Salary Appraisal Form			
Name: Danielle Hoang	Series: 25	Appraisal Period:	
CAS2Net ID: 2572	Broadband Level: III	From: 10/01/2010	To: 09/30/2011
Organization: AMC/LH	Retained Pay: No		
Career Path: NH	Presumptive: None		
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.			
Chris Babbitt, 1st Level Supervisor		Date	
Dan Curtiss, Sub-Panel Manager		Date	
Bob Arnold, Pay Pool Manager		Date	
Employee Signature		Date	
Appraisal Detail Overall Contribution Score: 77 Upper Rail 73 Next Year's Expected SPL OCS: 76 OCS 77 SPL OCS 81			
Employee Contribution Pay Comparison Chart The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the Upper and Lower Rails. The middle line is the SPL. The point is the Employee Appraisal.		Compensation Detail \$80,837 Current Rate of Base Pay + \$0 G Increase + \$993 CRI Increase \$81,730 New Rate of Base Pay + \$19,795 Locality Pay @ 24.22% \$101,525 New Total Salary \$793 Contribution Award	
		Remarks	
<small>Privacy Act Statement (552a of U.S.C.) 1. AUTHORITY: Section 552a of the Federal Register Notice dated January 9, 1999. 2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment. 3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures. 4. DISCLOSURE: Failure to verify the SPL may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts. The information contained within this form is personal in nature and is restricted to those with appropriate personnel, statistical and impact analysis.</small>			

Part I: CCAS Salary Appraisal Form				Page 2
Name: Danielle Hoang	Series: 25	Appraisal Period:		
CAS2Net ID: 2572	Broadband Level: III	From: 10/01/2010	To: 09/30/2011	
Organization: AMC/LH	Retained Pay: No			
Career Path: NH	Presumptive: None			
Factor	Categorical Score	Final Score		
Problem Solving	4L	81		
Teamwork/Cooperation	3M	73		
Customer Relations	3M	73		
Leadership/Supervision	4M	87		
Communication	3M	68		
Resource Management	3M	77		
OCS		77		
Expected OCS		76		
Delta OCS		1		
Relative Score		-1.48		
Approved Zone Position		C2		

Reports

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



Employee Menu

Contribution
Planning

Mid-Point Review
Self-Assessment

Annual Appraisal
Self-Assessment

Reports

Superuser Menu

Appraisal Status
and Lock

Reports

Data Maintenance

Session
Maintenance

Offline Interface

Paypool Notices

Demo Reset

Appraisal Form Parts I, II & III - By Supervisor

Report Options

- Report Options:**
- ☐ Part I only
 - ☒ Part II only
 - ☐ Parts II & III
 - ☐ Parts I, II & III

Selection Type: All Paypool Supervisors

Supervisor Selection: AMC/LH Babbitt, Chris

- Supervisor Type:**
- ☒ First Level Supervisor
 - ☐ Supervisor 2
 - ☐ Sub-Panel Meeting
 - ☐ Paypool Manager
 - ☐ CSF

- Assessment Year:**
- ☐ 2012
 - ☒ 2011
 - ☐ 2003
 - ☐ 2002
 - ☐ 2001

Report Format: PDF format* is standard for this report

Command:

Report Options: Part II and III

CCAS SALARY APPRAISAL DOCUMENT FOR 2011

NAME: Danielle Hoang		RATER: Chris Babbitt		ORG: AMC/LH	
Broadband Level: III	Occupational Series: 25 - Park Ranger	Career Path: NH - Business Management and Technical Management Professional	OCS: 77		

PART II Supervisor Assessment		
Instruction: Provide comments regarding employee's contribution against each factor during the current year and a score of each factor.		
	Categorical Score:	Numeric Score:
Problem Solving	4L	81
problem solving assessment.		
Teamwork/Cooperation	2A	72
teamwork and cooperation assessment. Additional teamwork evaluation. More comments added.		
Customer Relations		
customer relations assessment. additional comments for customer relations.		
Leadership/Supervision		
leadership and supervision assessment.		
Communication		
Communications assessment.		
Resource Management		
resource management assessment.		

CCAS SALARY APPRAISAL DOCUMENT FOR 2011

NAME: Danielle Hoang		RATER: Chris Babbitt		ORG: AMC/LH	
Broadband Level: III	Occupational Series: 25 - Park Ranger	Career Path: NH - Business Management and Technical Management Professional	OCS: 77		

PART III Employee Self-Assessment
Problem Solving
test on 7/27 Problem Solving - Danielle
Teamwork/Cooperation
Danielle
Customer Relations
Denielle
Leadership/Supervision
Demielle
Communication
Denielle
Resource Management
test on 7/27 resource management - Denielle

Questions

- Do you have any additional questions?